

NATIONAL PHOTOGRAPHIC INTERPRETATION CENTER

NPIC INSTRUCTION
NO. 18-1

TRAINING
27 February 1969

PROCEDURES FOR REQUESTING EXTERNAL TRAINING

RESCISSION: NPIC Notice No. 18-1-14, dated 30 June 1966

1. The Office of Training has provided specific instructions for filling out Agency Form 136 (2-66), Request for Training at Non-CIA Facility. These instructions are given below along with necessary procedures to facilitate NPIC processing of these requests.

2. The Divisions/Staffs will complete Form 136, obtain approval of Group Chief, and forward all seven copies to the Training Branch, Support Services Division. A sample copy of Form 136 is attached.

<u>ITEM(S)</u>	<u>ACTION</u>
3-14.....	The sample copy shows the correct form for completing these blocks.
15.....	Insert FT (full time), PT (part time) or COMB (combination).
23.....	Title of course as published.
24.....	Name of university, government facility, commercial facility, etc.
25.....	City, state.
26.....	Description of course should be a repetition of the facility's course description, if available, in sufficient detail to permit matching the training goals in Item 30.
27-28.....	Leave blank.
29.....	Use job title of applicant, e.g., Computer Programmer, Photogrammetrist, Intelligence Research Specialist, Editor, etc.

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- 30.....A comprehensive statement of justification as related to the applicant's present position and duties.
- 31.....Must be completed in all cases, whether cover is involved or not. "Has cover" refers only to domestic cover, not operational cover; "will use cover for this training" refers to how the student will be enrolled.
- 32.....Leave blank.
- 33.....Applicant will sign and date. If applicant is unavailable, state, "Applicant unavailable for signature".
- 34 (left-hand column).....Division will insert the following:
"Recommend Approval: Chief (appropriate) Group. Group Chief will sign.
- 34 (right-hand column).....Signature of Chief, Training Branch.
- 35-36.....Signature of Chief, Support Services Division, Executive Director, Deputy Director or Director, as appropriate.
- 37-38.....Leave blank.

3. Requests for external training should be submitted to Training Branch, Support Services Division, one month prior to the commencement of training to allow sufficient time to permit processing. Chief, Training Branch is responsible for coordinating the request with the Office of Training and informing the component when arrangements for training have been completed. Any questions should be referred to Chief, Training Branch.

ARTHUR C. LUNDAHL
Director

25X1

Attachment: Form 136

Distribution: No. 3

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Attachment to NPIC Instruction

REQUEST FOR TRAINING AT NON-AGENCY FACILITY

1. TYPE
E

2. REQUEST NO. (Registrar use only)

To: Director of Training

ATTN: Registrar

3. EMP. SER. NO.	4. NAME (last, first, middle)	5. SEX	6. YOB	7. ORIG. EOD DATE	8. OFFICE
123654	DOE, John J.	M	23	MO YR *07 56	NPIC
9. GRADE	10. SD	11. FROM (m-d-y) 12. TO (m-d-y)			15. FT/PT/COMB
09	IP	*11 08 67 12 15 67			

* Digits only.

** Do not indicate "GS" or the step level within the grade.

*** Course Dates: six digits, month, day, year.

23. TITLE OF COURSE

24. INSTITUTION SPONSORING TRAINING

25. LOCATION OF TRAINING

26. DESCRIPTION OF COURSE

27. I CERTIFY FUNDS ARE AVAILABLE

28. COSTS (Registrar Use Only)

06. REF. NO.	CHARGE FAN ACCOUNT NO.	REGISTRATION, TUITION, FEES	\$
		TRAVEL	
		PER DIEM	
		OTHER	
DATE	SIGNATURE	TOTAL	\$

29. APPLICANT'S TITLE

EXTENSION

30. SPECIFIC OBJECTIVES AND LEVEL OF PROFICIENCY TO BE ATTAINED (relate to assignment)

31. APPLICANT YES NO CCS USE ONLY

32. IS REQUESTED TRG. IN

HAS COVER		OTR BUDGET
WILL USE COVER FOR THIS TRG.		OFFICE BUDGET
		NEITHER

33. I INTEND TO MAKE THE AGENCY A CAREER. IF REQUIRED I WILL SIGN A TRAINING AGREEMENT		SIGNATURE	DATE
34. <u>Recommend Approval: Ch/(Appropriate)Gp</u>		APPLICANT	
35. CAREER SERVICE BOARD APPROVAL		TRAINING OFFICER	
36. REQUESTED TRAINING IS CONSIDERED IN CONSONANCE WITH EXISTING REGULATIONS		FOR CSB	
37. CCS CONCURRENCE (only if item 31 is affirmative)		OFFICE HEAD OR OPERATING OFFICIAL	
38. OTR APPROVAL		FOR CCS	
		DIRECTOR OF TRAINING	